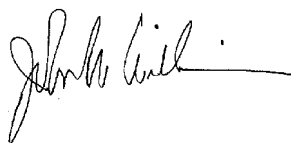


For: State Offices**State Access to the Core Accounting System (CORE) Data and the FSA CORE
Data Warehouse Website****Approved by:** Acting Deputy Administrator, Management**1 Overview****A****Background**

A financial data warehouse website has been developed to replace the existing financial website that enables State Office access to Salaries and Expenses (S&E) obligation information. The data warehouse website will be updated nightly from CORE, the consolidated FSA general ledger system, to provide managers more timely access to the data. Additional programmatic data will be available when CCC programs are implemented into CORE.

Financial data in the FSA CORE data warehouse website can be captured as a static or interactive report. The interactive report data can be downloaded to the user and captured in a query and reporting tool called Brio Insight. Brio Insight will give users added functionality not in the current website.

Brio Insight is a powerful, yet easy to use tool, that will enable users to:

- view static reports, charts, and graphs
- develop their own custom reports
- perform research and reconciliation by drilling into the data.

A transmittal memorandum will be sent to each State Office that will provide the instructions for downloading Brio Insight from the Intranet.

B**Purpose**

This notice provides instructions for accessing each State's obligation data using the FSA CORE data warehouse website.

C**Contact**

If there are questions about this notice, contact Arthur Holmes, FMD at 703-305-1240 or Terry Luehers, FAD at 816-926-1142.

Disposal Date

May 1, 2000

Distribution

State Offices

Notice FI-2396

2 Preparing to Use the FSA CORE Data Warehouse Website

A

Training

Training will be available in the following ways:

- a computer-based training compact disc for Brio Insight will be sent to each State Office separately from KCMO
- a Brio Insight User Guide will be accessible using the FSA CORE data warehouse website and in hard copy via express mail
- a 2-hour teleconference will be conducted for each State Office as requested.

This training can be repeated as many times as needed. Instructions for obtaining this training will be posted on the FSA CORE data warehouse website.

B

State Office Action

State Offices shall follow instructions in Exhibit 1 to access the FSA CORE data warehouse website.

C

Username and Password

To access reports in the FSA CORE data warehouse website, a unique username and password is required. Instructions on obtaining a username and password will be posted on the current financial website at <http://intranet.fsa.usda.gov/> under “CORE Financial Data”, and from the FSA CORE data warehouse website. State Offices will be contacted to get the list of user names for each State Office that needs access to the FSA CORE data warehouse website.

D

Availability

The FSA CORE data warehouse website became operational September 20, 1999.

E

Technical Support

The FSA National Help Desk will be available to provide telephone support. Contact the FSA National Help Desk at:

- 816-926-1552 (FTS)
- 1-800-255-2434 (non-FTS).

Choose option 3, then option 1 to direct the call to the appropriate group.

3 FSA CORE Data Warehouse Website Reports

A

Reporting Options

S&E Obligation Data will initially be provided in the following State Office financial reports:

- Monthly Obligation Report
- Travel Reconciliation Report
- Overtime Report.

Users can access the reports from the FSA CORE data warehouse website, as a preformatted HTML report or as a custom query report using Brio Insight, described as follows:

- HTML Report is a static report that can be viewed or printed. The reason HTML reports are provided is that not all users will initially have the Brio Insight tool because:
 - **1 license** of Brio Insight is being issued **per State Office**
 - the required connectivity (56K Frame Relay) to Kansas City is not available.
- Brio Insight Report gives the user interactive access and connectivity to the data and requires the Brio Insight software plug-in. Within Brio Insight, a user can:
 - view standard reports and charts
 - create their own reports and charts
 - download the data to a spreadsheet
 - drill into the data for more detail
 - save the report query and data on their local PC for future use.

B

PC Requirements

Brio Insight requires Netscape Communicator, version 4.0 or higher, and a Windows 95 or NT computer.

C

Restrictions

State Office users can access financial data for their State only. Data is restricted for use by authorized FSA personnel only.

Accessing the FSA CORE Data Warehouse Website

Follow the instructions in this table to access the FSA CORE data warehouse website.

Step	Action
1	Open web browser.
2	ENTER “ http://dwhouse.usda.gov ” in the location box and PRESS “Enter” to access the Service Center Data Warehouse Home Page.
3	On the Service Center Data Warehouse Home Page, click on “Farm Service Agency”.
4	On the Farm Service Agency Home Page, click on “State Office Reports”.
5	On the State map page, click on your State.
6	A Username and Password Menu will be displayed. Enter your assigned data warehouse username and password.
7	<p>A list of reports will be displayed. Choose which report you wish to view and select either “HTML” or “BQY”. Use the “BQY” report format if the BRIO Insight software has been installed on your PC; otherwise choose the “HTML” option.</p> <p>Notes: “HTML” reports will appear as a formatted static report that can be viewed or printed.</p> <p>“BQY” reports will load the Brio Insight software with the data from the query.</p> <p>State Office users will be able to access financial data for their State only.</p> <p>Data is restricted for use by authorized FSA personnel.</p>
